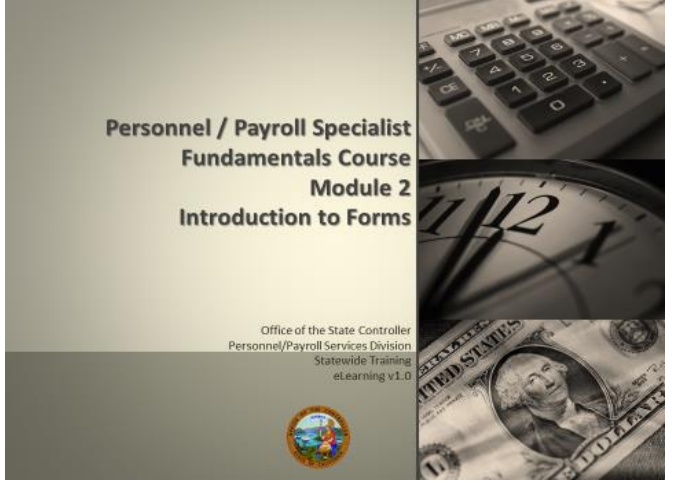
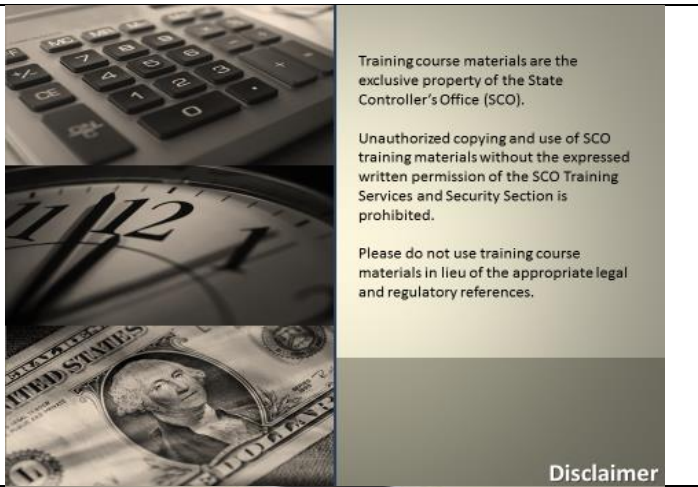

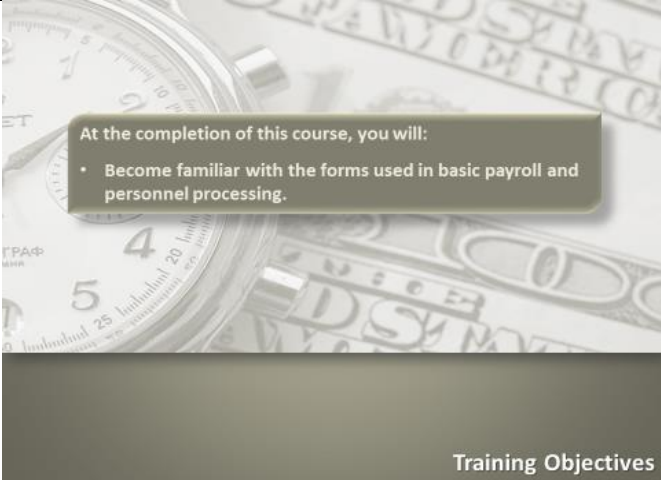
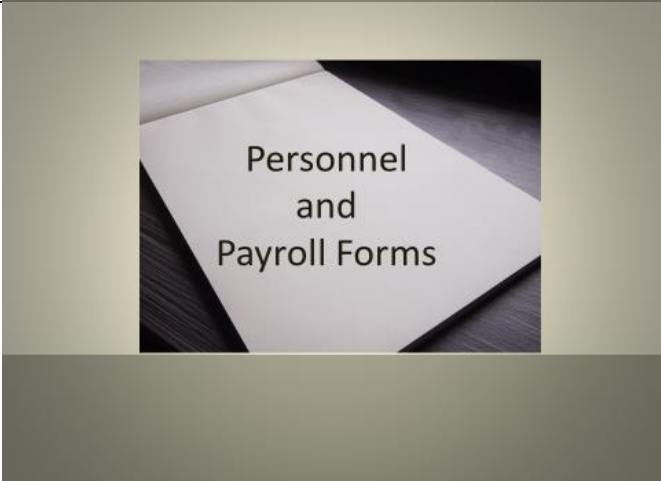
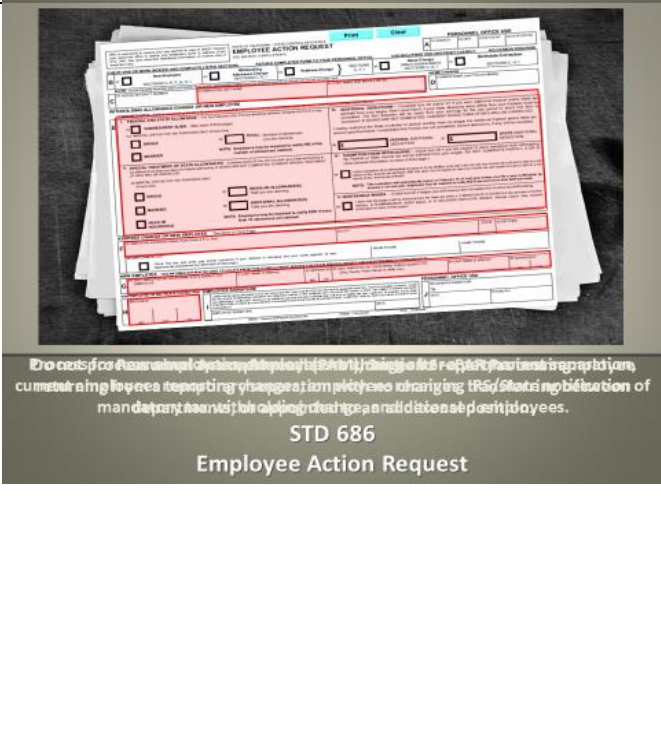

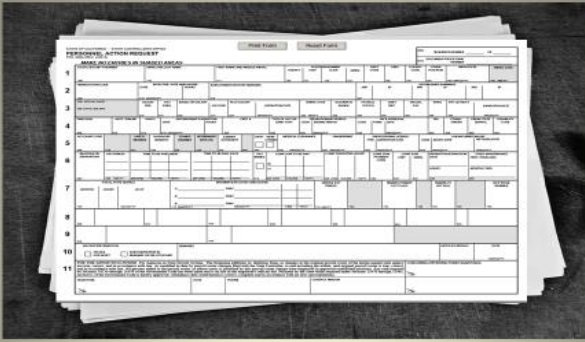

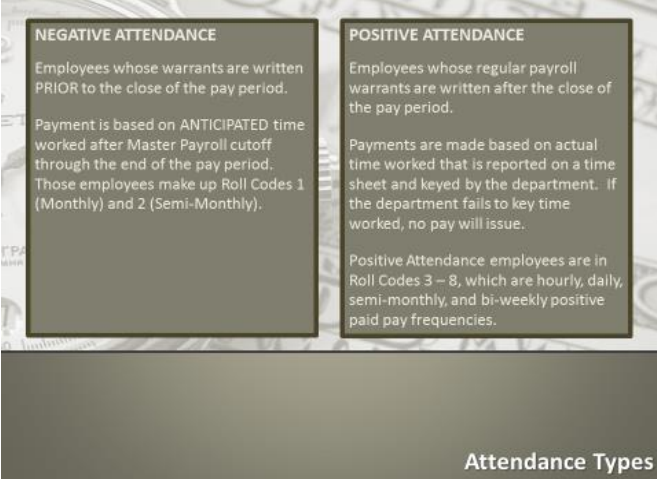
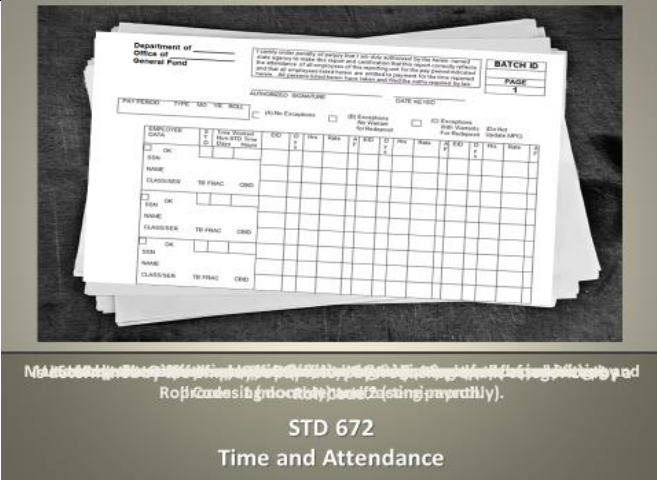


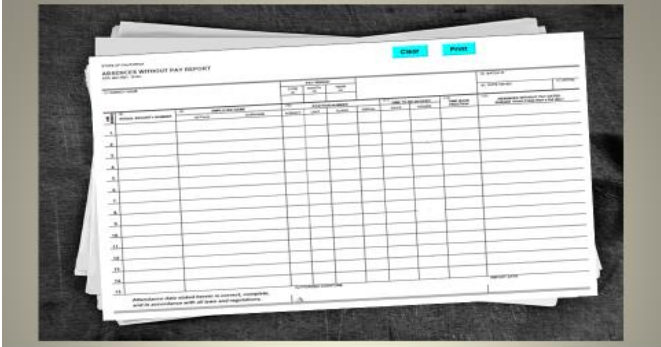
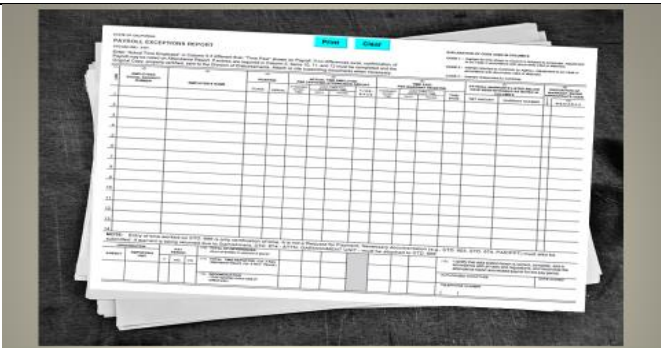
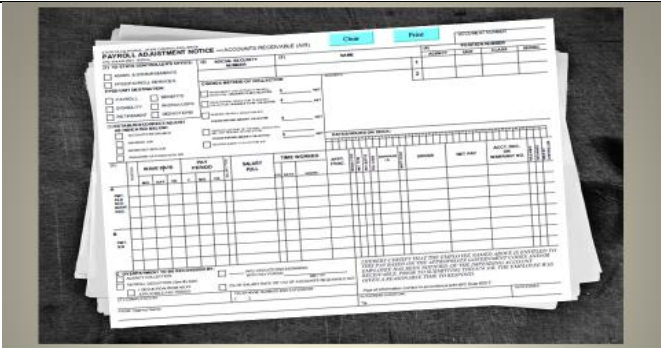
Pg	Slide	Content
1.		<p>Welcome to the State Controller's Office Personnel / Payroll Specialist Fundamentals Course - Module 2, Introduction to Forms. This class is a prerequisite for all instructor-led classes offered by the State Controller's Office.</p> <p>We hope that you find this eLearning beneficial and relevant. Should you have problems viewing or playing this eLearning program, please contact the Personnel/Payroll Services Statewide Training Unit at <a href="mailto:ppsdtraining@sco.ca.gov">ppsdtraining@sco.ca.gov</a> to request assistance.</p>
2.		<p>Training course materials are the exclusive property of the State Controller's Office (SCO). Unauthorized copying and use of SCO training materials without the expressed written permission of the SCO Training Services and Security Section is prohibited.</p> <p>Please do not use training course materials in lieu of the appropriate legal and regulatory references.</p> <p>Thank you.</p>
3.		<p>The purpose of this training is to introduce you to the basic forms associated with personnel and payroll processing.</p>

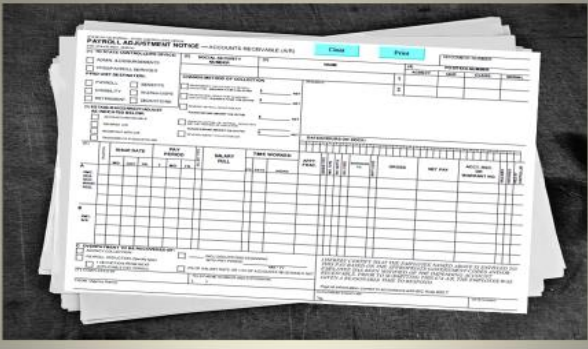
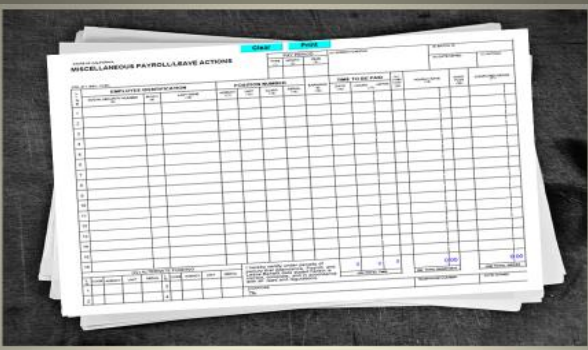
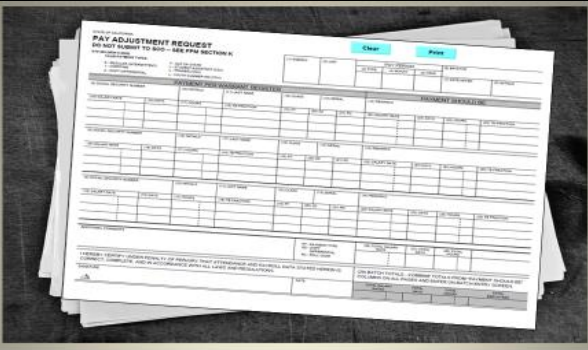
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4.		<p>At the completion of this course, you will become familiar with the forms used in basic payroll and personnel processing.</p>
5.		<p>Now let's get started!</p> <p>In this section, we will identify the most common forms used by Personnel and Payroll Specialist.</p>
6.		<p>The first form we will review is the Standard Form 686, Employee Action Request, or EAR.</p> <p>The EAR is used to document an employee's birthdate, name, address, tax withholding allowance, and prior State/Public employment information.</p> <p>An EAR <b>MUST</b> be processed for:</p> <ul style="list-style-type: none"> <li>• New employees,</li> <li>• Employees returning after a permanent separation,</li> <li>• Current employees reporting changes,</li> <li>• Employees receiving IRS/State notification of mandatory tax withholding change,</li> <li>• And deceased employees.</li> </ul> <p>An EAR is not processed when an employee has no changes to report. As in the case of an employee returning from a temporary separation with no changes to report, transferring between departments with no changes to report, or appointed to an additional position with no changes to report.</p> <p>For more complete information about the EAR, go to the Personnel Action Manual, or PAM, Section 6, EAR Processing.</p>

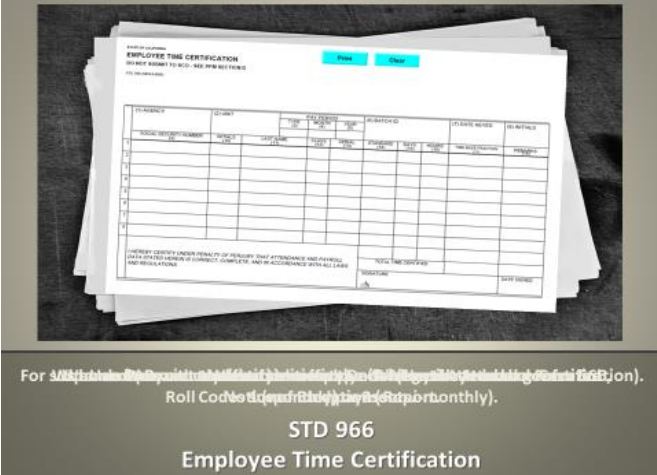
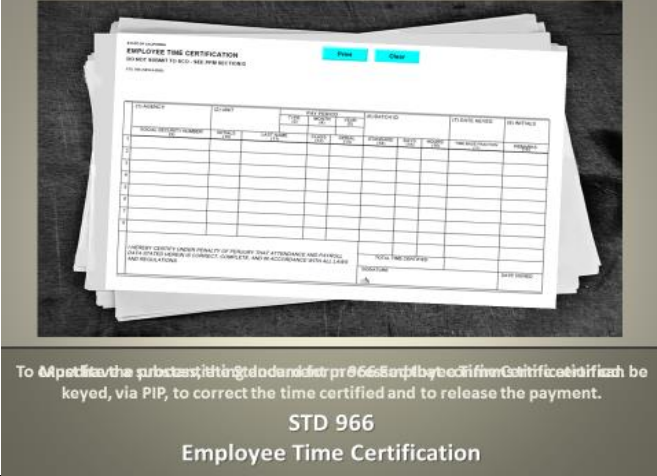

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7.	 <p style="text-align: center;"><b>STD 677</b> Request for Nondisclosure of Employee Home Address</p>	<p>Please note that the EAR does not provide for the employee's home address to be withheld.</p> <p>To withhold an employee's address, a Standard Form 677, Request for Nondisclosure of Employee Home Address, must be completed by the employee and submitted to their Human Resources office.</p>
8.	 <p style="text-align: center;"><b>STD 680-A</b> Personnel Action Request</p>	<p>The next form we will review is the Standard Form 680-A, Personnel Action Request, or PAR.</p> <p>The PAR is used by departmental personnel offices to update Employment History for Civil Service and Civil Service exempt employees.</p> <p>A PAR must be processed for all employee appointments to State service (new and returning), employee appointments to an additional position not in the USPS, and other transactions.</p> <p>For more complete information about the PAR, go to the Personnel Action Manual, or PAM, Section 2 – Personnel Action Request (PAR).</p>
9.	 <p style="text-align: center;"><b>Payroll Forms</b></p>	<p>The next forms we will discuss are most commonly used for documenting and verifying attendance for Payroll processing.</p>

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10.	 <p><b>NEGATIVE ATTENDANCE</b> Employees whose warrants are written PRIOR to the close of the pay period. Payment is based on ANTICIPATED time worked after Master Payroll cutoff through the end of the pay period. Those employees make up Roll Codes 1 (Monthly) and 2 (Semi-Monthly).</p> <p><b>POSITIVE ATTENDANCE</b> Employees whose regular payroll warrants are written after the close of the pay period. Payments are made based on actual time worked that is reported on a time sheet and keyed by the department. If the department fails to key time worked, no pay will issue. Positive Attendance employees are in Roll Codes 3 – 8, which are hourly, daily, semi-monthly, and bi-weekly positive paid pay frequencies.</p> <p><b>Attendance Types</b></p>	<p>When documenting attendance there are two types of attendance that a Personnel or Payroll Specialist should be aware of:</p> <ul style="list-style-type: none"> <li>The first type is referred to as Negative Attendance. "NEGATIVE" attendance is the reference term for employees whose warrants are written PRIOR to the close of the pay period. Payment is based on ANTICIPATED time worked after Master Payroll cutoff through the end of the pay period. Those employees make up Roll Codes 1 (monthly) and 2 (semi-monthly).</li> <li>The second type is referred to as Positive Attendance. "POSITIVE" attendance is the reference term for employees whose regular payroll warrants are written after the close of the pay period. Payments are made based on actual time worked that is reported on a time sheet and keyed by the department. If the department fails to key time worked, no pay will issue. There is no "automatic" issuing of payments for positive paid employees. Positive Attendance employees are in Roll Codes 3 – 8, which are hourly, daily, semi-monthly, and bi-weekly positive paid pay frequencies.</li> </ul>
11.	 <p><b>STD 672 Time and Attendance</b></p>	<p>Now let's discuss Standard Form 672, or Time and Attendance form.</p> <p>Standard Form 672 is sent to each department by the Controller's Office prior to the beginning of each pay period. The Standard Form 672 is used to certify employee time to be paid for each pay period for Roll Codes 1 (monthly) and 2 (semimonthly). The form is preprinted based on Employment History information as of Master Payroll cutoff in the previous month. Master Payroll cutoff refers to the final day of each pay period for submitting and processing documents affecting payroll.</p> <p>Standard Form 672 is used in three ways:</p> <ul style="list-style-type: none"> <li>To certify attendance only for <b>Negative Attendance</b> accounting,</li> <li>To prepare <b>Positive Attendance</b> payroll,</li> <li>To process Overtime, Shift Differential, and other types of positive pay.</li> </ul> <p>The Attendance Reporting Method, Negative or Positive, is determined by the employee pay rate (hourly, daily, or monthly), pay frequency (monthly, semi-monthly, or biweekly) and categorized by a Roll Code.</p>

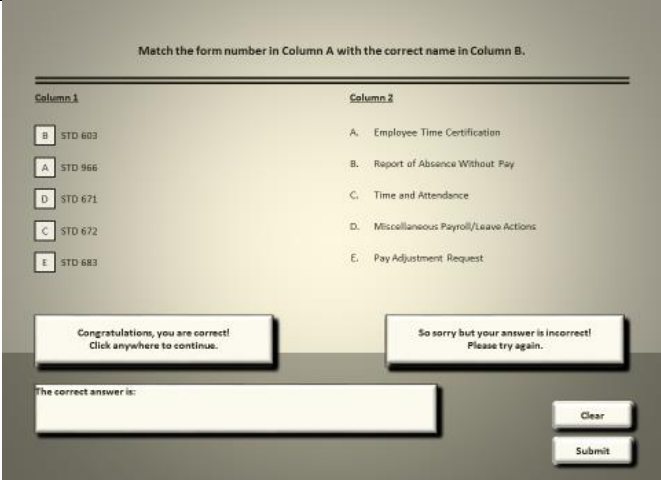
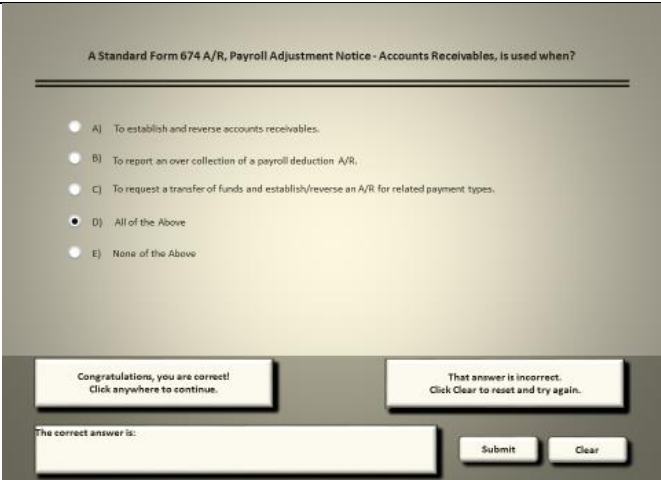
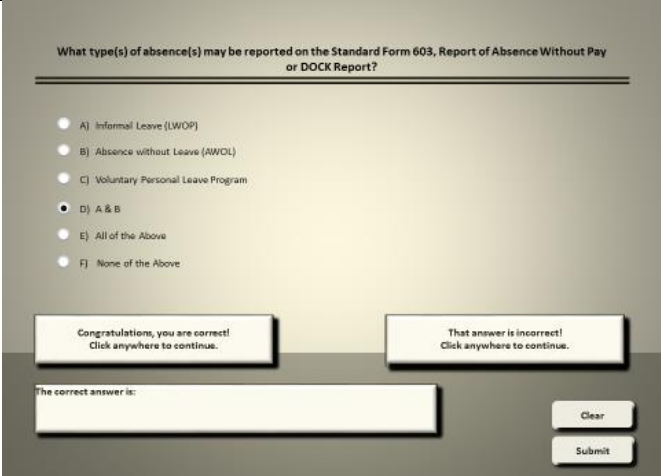


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12.	 <p>Use when employees are absent without pay or docked for (monthly and semi-monthly) payrolls prepared in advance of the close of the pay period.</p> <p><b>STD 603</b> <b>Report of Absence Without Pay or DOCK Report</b></p>	<p>The next form we will discuss is the Standard Form 603, Report of Absence Without Pay or “Dock” Report.</p> <p>There are two types of absences that may be reported on the Standard Form 603.</p> <ul style="list-style-type: none"> <li>The first type is an approved absence known as Informal Leave, or Leave Without Pay. Informal Leave is also referred to as “Dock”.</li> <li>The second type is Absence Without Leave, or AWOL. Absence Without Leave is NOT an approved absence.</li> </ul> <p>Standard Form 603 is used only for NEGATIVE Attendance Roll Codes 1 (monthly) and 2 (semi-monthly) employees to change the amount of regular time to be paid.</p> <p>Standard Form 603 is used to reduce pay due to dock for Negative Attendance employees for whom regular (monthly and semi-monthly) payrolls are prepared prior to the close of the pay period.</p>
13.	 <p>Use when employees are absent without pay or docked for (monthly and 2 (semi-monthly) for whom payrolls are prepared in advance of close of pay period.</p> <p><b>STD 666</b> <b>Payroll Exceptions Report (Notice of Exceptions Report)</b></p>	<p>The next form we will discuss is the Standard Form 666, the Payroll Exceptions or Notice of Exceptions Report</p> <p>The Notice of Exceptions Report is used along with Standard Form 672 for Negative Attendance employees in Roll Code 1 (monthly) and 2 (semi-monthly) for whom payrolls are prepared in advance of the close of the pay period.</p> <p>The Notice of Exceptions Report is required to be completed and submitted to the Controller’s Office for the following reasons:</p> <ul style="list-style-type: none"> <li>When there is a difference between time worked and time paid;</li> <li>When totals on Standard Form 672 and the Payroll Warrant Register do not match;</li> <li>Or when there are green cycle warrants to be certified.</li> </ul>
14.	 <p>To be used when an employee's attendance is corrected after the Standard Form 666, Payroll Exceptions Report has been submitted to the Controller's Office.</p> <p><b>STD 674</b> <b>Payroll Adjustment Notice</b></p>	<p>The Standard Form 674, Payroll Adjustment Notice, is a multi-use document used to report multiple types of attendance and warrant processes.</p> <p>The Standard Form 674 is used to correctly certify an employee’s attendance after the Standard Form 666, Notice of Exceptions Report, has been submitted to the Controller’s Office.</p> <p>Uses of the Standard Form 674, Payroll Adjustment Notice include:</p> <ul style="list-style-type: none"> <li>Corrections to time worked after Standard Form 666, or Payroll Exceptions Report has been submitted;</li> <li>To return a warrant for garnishment or notification of garnishment to be rescheduled;</li> <li>To return a warrant for an overpayment condition;</li> <li>To request a reschedule of returned warrant that cannot be rekeyed via PIP (please see the PPM for specific instructions for PIP keying exceptions);</li> </ul>

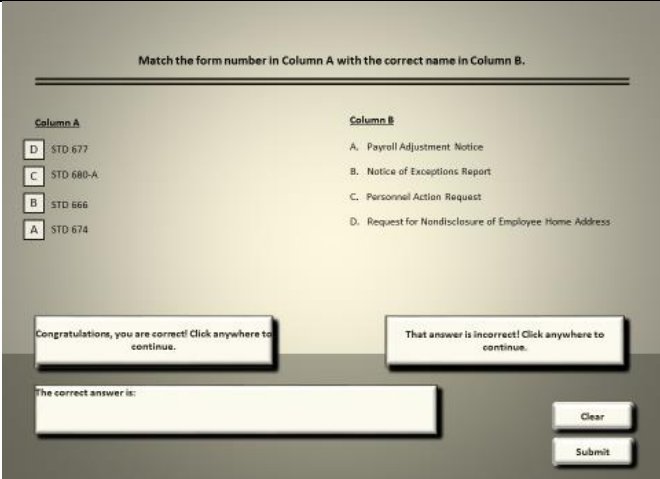
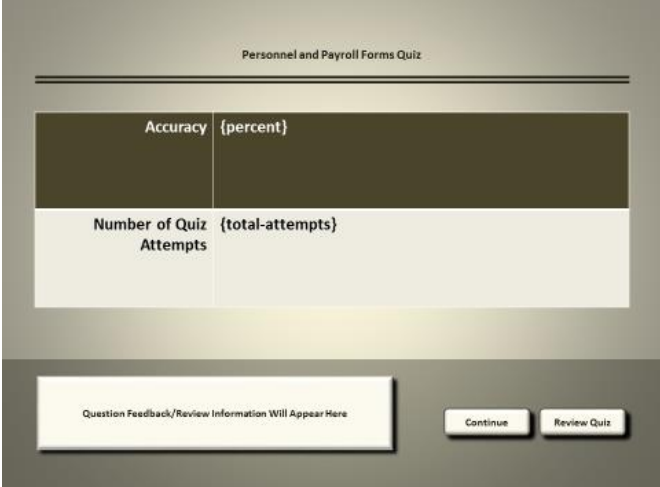
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		<ul style="list-style-type: none"> <li>To adjust salary for mid-month salary with dock and mid-month increase for a positive pay hourly employee;</li> <li>For transfer of funds for mid-month position change with dock in the pay period;</li> <li>Alternative funding position corrections or changes;</li> <li>Corrections to pay period payment type;</li> <li>And for inquiries.</li> </ul>
15.	 <p>Request to establish or reverse an A/R for related payment types.</p> <p><b>STD 674 A/R</b> Payroll Adjustment Notice – Accounts Receivables (A/R)</p>	<p>The next form we will discuss is the Standard Form 674 A/R, or Payroll Adjustment Notice – Accounts Receivables.</p> <p>Standard Form 674 A/R is used to:</p> <ul style="list-style-type: none"> <li>Establish and reverse accounts receivables;</li> <li>Return a warrant and establish or reverse an A/R for related payment types;</li> <li>Request a transfer of funds and establish or reverse an A/R for related payment types;</li> <li>Change the method of collection of an established A/R;</li> <li>And report over-collection of a Payroll Deduction A/R.</li> </ul>
16.	 <p>Account for miscellaneous, premium, and special pays for both negative and positive attendance employees.</p> <p><b>STD 671</b> Miscellaneous Payroll/Leave Actions</p>	<p>The “Miscellaneous Payroll/Leave Actions” form, or Standard Form 671, is used to:</p> <ul style="list-style-type: none"> <li>Request cash compensation for overtime worked;</li> <li>Account for Shift Differential Pay that is not locked in on the PAR;</li> <li>Or account for miscellaneous, premium, and special pays for both negative and positive attendance employees.</li> </ul>
17.	 <p>In overtime pay and/or salary for ALL hours are to be adjusted at the higher rate.</p> <p><b>STD 683</b> Pay Adjustment Request</p>	<p>Standard Form 683, or Pay Adjustment Request, is used in conjunction with PIP. The Pay Adjustment Request calls for the following adjustments in PIP:</p> <ul style="list-style-type: none"> <li>Intermittent regular pay time (Roll Codes 3 through 8) or salary increases when ALL hours are to be adjusted at the higher rate;</li> <li>Overtime pay and/or salary increases when ALL hours are to be adjusted at the higher rate;</li> <li>And Shift Differentials.</li> </ul>


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18.	 <p>For use with employees on a negative attendance for Roll Codes 1 (monthly) or 2 (semi-monthly). STD 966 Employee Time Certification</p>	<p>The final form we will review is Standard Form 966, Employee Time Certification. This form is used to correctly certify an employee's Negative Attendance for Roll Codes 1 (monthly) or 2 (semi-monthly)</p> <p>Standard Form 966, Employee Time Certification, is used:</p> <ul style="list-style-type: none"> <li>• For suspended payments with condition type "A" (Need Attendance Certification);</li> <li>• When retroactive dock is keyed;</li> <li>• When a PAR with a retroactive effective date was keyed and generated suspended payments;</li> <li>• Or when an incorrect certification was submitted on the Standard Form. 666, Notice of Exceptions Report.</li> </ul>
19.	 <p>To expedite the process, the Standard Form 966 Employee Time Certification can be keyed, via PIP, to correct the time certified and to release the payment. STD 966 Employee Time Certification</p>	<p>Standard Form 966, Employee Time Certification, is not a payment request on its own. You must have a substantiating document processed that confirms the time certified.</p> <p>The following scenario demonstrates an example of when a 966 Employee Time Certification is used:</p> <p>An employee's time certified is incorrect on the Standard Form 666, Notice of Exceptions Report, after the Master Payroll attendance has been reconciled and submitted to the Controller's Office. To expedite the process, the Standard form 966 Employee Time Certification can be keyed, via PIP, to correct the time certified and to release the payment.</p>
20.	 <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>	<p>Now let's see what you have learned!</p> <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>



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21.		<p><b>Matching: Forms</b></p> <p>Match the form number in Column A with the correct name in Column B.</p> <p><b>Column 1</b></p> <ul style="list-style-type: none"> <li>• STD 603</li> <li>• STD 966</li> <li>• STD 671</li> <li>• STD 672</li> <li>• STD 683</li> </ul> <p><b>Column 2</b></p> <ul style="list-style-type: none"> <li>• Report of Absence without Pay</li> <li>• Employee Time Certification</li> <li>• Miscellaneous Payroll/Leave Actions</li> <li>• Time and Attendance</li> <li>• Pay Adjustment Request</li> </ul>
22.		<p><b>Multiple Choice</b></p> <p>A Standard Form 674 A/R, Payroll Adjustment Notice – Accounts Receivables, is used when?</p> <p>A. To estimate and reverse accounts receivables.</p> <p>B. To report an over collection of a payroll deduction A/R.</p> <p>C. To request a transfer of funds and establish/reverse an A/R for related payment types.</p> <p><b>D. All of the Above.</b></p> <p>E. None of the Above.</p>
23.		<p><b>Multiple Choice</b></p> <p>What type of absence(s), discussed in this training, may be reported on the Standard Form 603, Report of Absence Without Pay or DOCK Report?</p> <ul style="list-style-type: none"> <li>• Informal Leave (LWOP)</li> <li>• Absence without Leave (AWOL)</li> <li>• Voluntary Personal Leave Program</li> <li>• <b>A &amp; B</b></li> <li>• All of the Above</li> <li>• None of the Above</li> </ul>



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24.		<p><b>Matching: Forms</b></p> <p>Match the form number in Column A with the correct name in Column B.</p> <p><b>Column 1</b></p> <ul style="list-style-type: none"><li>STD 677</li><li>STD 680-A</li><li>STD 666</li><li>STD 674</li></ul> <p><b>Column 2</b></p> <ul style="list-style-type: none"><li>Request for Nondisclosure of Employee Home Address</li><li>Personnel Action Request</li><li>Notice of Exceptions Report</li><li>Payroll Adjustment Notice</li></ul>																																																								
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26.	<p><b>State Resource Weblinks</b></p> <table><tr><th>STATE RESOURCES</th><th>RESOURCE LINKS</th></tr><tr><td>ACAS User Guide and Training Materials</td><td><a href="http://www.sco.ca.gov/ppsd_elearning.html">http://www.sco.ca.gov/ppsd_elearning.html</a></td></tr><tr><td>Bargaining Unit (BU) Contracts</td><td><a href="http://www.caltfr.ca.gov/state-for-professionals/Pages/bargaining-contracts.aspx">http://www.caltfr.ca.gov/state-for-professionals/Pages/bargaining-contracts.aspx</a></td></tr><tr><td>Benefits Administration Manual (BAM)</td><td><a href="http://www.caltfr.ca.gov/state-for-professionals/Pages/benefits-administration-manual.aspx">http://www.caltfr.ca.gov/state-for-professionals/Pages/benefits-administration-manual.aspx</a></td></tr><tr><td>CalHR Policy Memos</td><td><a href="http://www.caltfr.ca.gov/state-for-professionals/Pages/policy-memos.aspx">http://www.caltfr.ca.gov/state-for-professionals/Pages/policy-memos.aspx</a></td></tr><tr><td>California Department of Human Resources (CalHR)</td><td><a href="http://www.caltfr.ca.gov">http://www.caltfr.ca.gov</a></td></tr><tr><td>California Leave and Accounting System (CLAS)</td><td><a href="http://www.sco.ca.gov/clas/">http://www.sco.ca.gov/clas/</a></td></tr><tr><td>California Public Employees' Retirement System (CalPERS)</td><td><a href="http://www.calpers.ca.gov/">http://www.calpers.ca.gov/</a></td></tr><tr><td>California State Controller's Office</td><td><a href="http://www.sco.ca.gov/">http://www.sco.ca.gov/</a></td></tr><tr><td>CalPERS State Reference Guide</td><td><a href="http://www.calpers.ca.gov/index.jsp?acc=about/forms/publications/manuals/state-ref-guide.xml">http://www.calpers.ca.gov/index.jsp?acc=about/forms/publications/manuals/state-ref-guide.xml</a></td></tr><tr><td>Civil Service Pay Scales</td><td><a href="http://www.caltfr.ca.gov/state-for-professionals/Pages/civil-service.aspx">http://www.caltfr.ca.gov/state-for-professionals/Pages/civil-service.aspx</a></td></tr><tr><td>Decentralized Payroll Calendars</td><td><a href="http://www.sco.ca.gov/ppsd_decentral.html">http://www.sco.ca.gov/ppsd_decentral.html</a></td></tr><tr><td>Department of Finance (DOF)</td><td><a href="http://www.dof.ca.gov/">http://www.dof.ca.gov/</a></td></tr><tr><td>Department of General Services (DGS)</td><td><a href="http://www.dgs.ca.gov/">http://www.dgs.ca.gov/</a></td></tr><tr><td>Management Information Retrieval System (MIRS)</td><td><a href="http://www.sco.ca.gov/ppsd_mirs.html">http://www.sco.ca.gov/ppsd_mirs.html</a></td></tr><tr><td>Merit Selection Manual: Policies and Procedures</td><td><a href="http://dsh.ca.gov/news/manuals_tools.aspx">http://dsh.ca.gov/news/manuals_tools.aspx</a></td></tr><tr><td>Office of Administrative Law (OAL)</td><td><a href="http://www.oal.ca.gov/">http://www.oal.ca.gov/</a></td></tr><tr><td>Payroll Procedures Manual (PPM)</td><td><a href="http://www.sco.ca.gov/ppsd_ppm.html">http://www.sco.ca.gov/ppsd_ppm.html</a></td></tr><tr><td>Personnel Action Manual (PAM)</td><td><a href="http://www.sco.ca.gov/ppsd_pam.html">http://www.sco.ca.gov/ppsd_pam.html</a></td></tr><tr><td>Personnel and Payroll Services Division (PPSD)</td><td><a href="http://www.sco.ca.gov/ppsd_pps.html">http://www.sco.ca.gov/ppsd_pps.html</a></td></tr><tr><td>SCO Statewide Training eLearning Webpage</td><td><a href="http://www.sco.ca.gov/ppsd_elearning.html">http://www.sco.ca.gov/ppsd_elearning.html</a></td></tr><tr><td>SPB Lawbook</td><td><a href="http://www.sco.ca.gov/ppsd_lawbook.aspx">http://www.sco.ca.gov/ppsd_lawbook.aspx</a></td></tr><tr><td>State Administrative Manual</td><td><a href="http://www.sco.ca.gov/ppsd_sam.aspx">http://www.sco.ca.gov/ppsd_sam.aspx</a></td></tr><tr><td>State Agency Health Benefits Procedures Manual</td><td><a href="http://www.sco.ca.gov/ppsd_sahbpm.aspx">http://www.sco.ca.gov/ppsd_sahbpm.aspx</a></td></tr><tr><td>State Controller's Office Letters</td><td><a href="http://www.sco.ca.gov/ppsd_sco_letters.html">http://www.sco.ca.gov/ppsd_sco_letters.html</a></td></tr><tr><td>State Personnel Board (SPB)</td><td><a href="http://www.dgs.ca.gov/">http://www.dgs.ca.gov/</a></td></tr><tr><td>STD Forms Search</td><td><a href="http://www.dgs.ca.gov/">http://www.dgs.ca.gov/</a></td></tr><tr><td>ViewDirect User Manual</td><td><a href="http://www.sco.ca.gov/ppsd_viewdirect.html">http://www.sco.ca.gov/ppsd_viewdirect.html</a></td></tr></table> <p>Find additional eLearning training modules and related materials at: <a href="http://www.sco.ca.gov/ppsd_elearning.html">http://www.sco.ca.gov/ppsd_elearning.html</a>.</p> <p>Updated: 5/12/2015</p>	STATE RESOURCES	RESOURCE LINKS	ACAS User Guide and Training Materials	<a href="http://www.sco.ca.gov/ppsd_elearning.html">http://www.sco.ca.gov/ppsd_elearning.html</a>	Bargaining Unit (BU) Contracts	<a href="http://www.caltfr.ca.gov/state-for-professionals/Pages/bargaining-contracts.aspx">http://www.caltfr.ca.gov/state-for-professionals/Pages/bargaining-contracts.aspx</a>	Benefits Administration Manual (BAM)	<a href="http://www.caltfr.ca.gov/state-for-professionals/Pages/benefits-administration-manual.aspx">http://www.caltfr.ca.gov/state-for-professionals/Pages/benefits-administration-manual.aspx</a>	CalHR Policy Memos	<a href="http://www.caltfr.ca.gov/state-for-professionals/Pages/policy-memos.aspx">http://www.caltfr.ca.gov/state-for-professionals/Pages/policy-memos.aspx</a>	California Department of Human Resources (CalHR)	<a href="http://www.caltfr.ca.gov">http://www.caltfr.ca.gov</a>	California Leave and Accounting System (CLAS)	<a href="http://www.sco.ca.gov/clas/">http://www.sco.ca.gov/clas/</a>	California Public Employees' Retirement System (CalPERS)	<a href="http://www.calpers.ca.gov/">http://www.calpers.ca.gov/</a>	California State Controller's Office	<a href="http://www.sco.ca.gov/">http://www.sco.ca.gov/</a>	CalPERS State Reference Guide	<a href="http://www.calpers.ca.gov/index.jsp?acc=about/forms/publications/manuals/state-ref-guide.xml">http://www.calpers.ca.gov/index.jsp?acc=about/forms/publications/manuals/state-ref-guide.xml</a>	Civil Service Pay Scales	<a href="http://www.caltfr.ca.gov/state-for-professionals/Pages/civil-service.aspx">http://www.caltfr.ca.gov/state-for-professionals/Pages/civil-service.aspx</a>	Decentralized Payroll Calendars	<a href="http://www.sco.ca.gov/ppsd_decentral.html">http://www.sco.ca.gov/ppsd_decentral.html</a>	Department of Finance (DOF)	<a href="http://www.dof.ca.gov/">http://www.dof.ca.gov/</a>	Department of General Services (DGS)	<a href="http://www.dgs.ca.gov/">http://www.dgs.ca.gov/</a>	Management Information Retrieval System (MIRS)	<a href="http://www.sco.ca.gov/ppsd_mirs.html">http://www.sco.ca.gov/ppsd_mirs.html</a>	Merit Selection Manual: Policies and Procedures	<a href="http://dsh.ca.gov/news/manuals_tools.aspx">http://dsh.ca.gov/news/manuals_tools.aspx</a>	Office of Administrative Law (OAL)	<a href="http://www.oal.ca.gov/">http://www.oal.ca.gov/</a>	Payroll Procedures Manual (PPM)	<a href="http://www.sco.ca.gov/ppsd_ppm.html">http://www.sco.ca.gov/ppsd_ppm.html</a>	Personnel Action Manual (PAM)	<a href="http://www.sco.ca.gov/ppsd_pam.html">http://www.sco.ca.gov/ppsd_pam.html</a>	Personnel and Payroll Services Division (PPSD)	<a href="http://www.sco.ca.gov/ppsd_pps.html">http://www.sco.ca.gov/ppsd_pps.html</a>	SCO Statewide Training eLearning Webpage	<a href="http://www.sco.ca.gov/ppsd_elearning.html">http://www.sco.ca.gov/ppsd_elearning.html</a>	SPB Lawbook	<a href="http://www.sco.ca.gov/ppsd_lawbook.aspx">http://www.sco.ca.gov/ppsd_lawbook.aspx</a>	State Administrative Manual	<a href="http://www.sco.ca.gov/ppsd_sam.aspx">http://www.sco.ca.gov/ppsd_sam.aspx</a>	State Agency Health Benefits Procedures Manual	<a 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This job aid, as well as additional job aids, are located on the State Controller's Office Statewide Training eLearning webpage.</p>
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27.		<p>This completes the State Controller's Office Personnel / Payroll Specialist Fundamentals course Module 2, Introduction to Forms.</p> <p>We hope you have found this training beneficial and relevant.</p> <p>We thank you for your participation.</p>